

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO



USER'S MANUAL

for

CASE MANAGEMENT/ELECTRONIC CASE FILING
(CM/ECF)

CIVIL AND CRIMINAL

May 2011

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Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System (CM/ECF) to file documents with the Court, and to view and retrieve docket sheets and documents. The screen shots that appear in this manual could appear slightly different as you electronically file your documents due to future enhancements or upgrades. All users should have a working knowledge of Internet Explorer or Mozilla Firefox and Adobe Acrobat. For questions regarding Internet Explorer or Mozilla Firefox and Adobe Acrobat, please refer to their specific instruction manuals.

Help Desk

Contact the Court's Help Desk between the hours of 8:00 a.m. and 4:45 p.m., Monday through Friday, if you need assistance using CM/ECF. It is also available at all other times to record voice mail messages.

Toll Free Help Desk – 800-355-8498

OR

Cleveland	216-357-7000
Akron	330-252-6000
Youngstown	330-884-7400
Toledo	419-213-5500

Emergency After-Hours Filings – 216-522-2150

The Court's Website Information

The Court's website, located at www.ohnd.uscourts.gov, is a useful tool with an abundance of information. By accessing the site, users are able to:

- View or download the most recent version of the User's Manual
- Find "how to" video instructions/demonstrations and tip sheets on a variety of topics regarding CM/ECF
- Self-train on a web-based CM/ECF Tutorial (Training Area)

CM/ECF System Capabilities

The Electronic Filing System allows registered participants with an Internet account and a compatible internet browser (i.e., Internet Explorer or Mozilla Firefox) to perform the following functions:

- Practice filing documents electronically in CM/ECF using a “training” database that is similar to the official live CM/ECF database
- Electronically open new civil cases (“live”)
- Electronically file pleadings and documents in actual (“live”) cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar) for cases that were filed electronically
- Electronically serve documents to attorneys/parties who are set up to file electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents in CM/ECF include:

- A computer running a Windows or a Macintosh operating system
- An internet provider
- Adobe Acrobat 5.0 or higher or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word

- A compatible internet browser – CM/ECF 4.1.1 has been tested and works correctly with Internet Explorer version 7.0 and 8.0, Mozilla Firefox 3.5x (128 bit encryption is strongly recommended); other versions and browsers may also work but the Court may be unable to provide support should problems arise
- Access to a scanner for non-computerized documents that need to be imaged

NOTE: This would only be used for documents that cannot be produced electronically. The Court prefers that documents be converted to PDF rather than scanned because converted documents provide text search capabilities and greatly reduce the file size. The Court is moving away from the utilization of scanned documents and is asking attorneys to do the same whenever possible. If there is a need to scan a document, the Court recommends scanner settings of 300 pixels per inch (ppi), or higher, for scanned documents.

PACER Registration

CM/ECF users must have a PACER account in order to use the Query and Reports features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html>. A link to PACER's site is also provided on the Court's web site.

Registering for Access to CM/ECF

A party seeking to file documents electronically must submit a completed Electronic Filing System Registration form prior to being assigned a user identification name and password that will serve as that party's signature for Fed. R. Civil P. 11 purposes. [Click here for registration.](#)

Forms may also be downloaded, completed and mailed/faxed to:

Ms. Geri M. Smith, Clerk
US District Court, Northern District of Ohio
Attn: Electronic Filing System Registration
801 W. Superior Avenue
Cleveland, Ohio 44113-1830
Facsimile: (216) 357-7040

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by e-mail.

Parties agree to protect the security of their passwords and immediately notify the Clerk of Court if they learn that their password has been compromised. Parties may be subject to sanctions for failure to comply with this provision.

Registered users can visit a [training version](#) of the system on the internet to practice CM/ECF activities. (After clicking on the link, notice the words “Training Database” displayed as the background.) We strongly recommend that registered users practice in the “training” CM/ECF database before filing documents in the “live” CM/ECF database.

Preparation

NOTE: The following tips refer to Adobe Acrobat Software, as they created the PDF format. However, there are alternative PDF software programs available. Please refer to the manufacturer's manual for software specific instructions/troubleshooting.

Setting Up Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader or similar software in order to view documents that have been electronically filed in CM/ECF. All documents must be filed in PDF format. When installing this product, please review and follow Adobe's (or manufacturer's) directions to utilize Acrobat Reader (or similar software) after installation.

Portable Document Format (PDF)

Only Portable Document Format (PDF) documents may be filed with the court using the CM/ECF system. Before uploading documents in CM/ECF, users should preview the PDF document to ensure that it appears in its entirety and in the proper format. Contact the Court's Help Desk with any questions at 800-355-8498.

How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

All documents must be converted to PDF format before submitting them in CM/ECF. There are several ways in which a document can be converted from a word processing program into PDF format. The newer versions of some common word processors include the ability to publish a document to PDF that is built right into the word-processing software.

From WordPerfect Version 9 and higher:

- Open the document.
- From the menu bar, click on FILE and, using the drop-down menu, select PUBLISH TO PDF.
- Name the file, giving it the extension .pdf, and click the SAVE button.
- The file is now saved in PDF format under the designated file name.

OR

- Click on FILE and, using the drop-down menu, select PRINT.
- Change the printer to ADOBE PDF and click PRINT.
- Name the document and click SAVE. Document will be saved in PDF format.

For earlier WordPerfect versions, versions of Microsoft Word/Microsoft Office products and/or other software applications:

- Install PDF conversion software on computer and follow the specific manufactures software instructions.

Visit our website for help [creating text based PDF files](#).

A Step-By-Step Guide

How to Access CM/ECF

Users can access CM/ECF via the internet by going to <https://CM/ECF.ohnd.uscourts.gov/cgi-bin/login.pl>.

Or, you may go to the [Northern District of Ohio's website](#) and use the login section on the right side of your screen.

Users can also access the **Training Database** by going to the Northern District of Ohio's website listed above, click on the **Information on Electronic Filing** link on the right side of your screen and then click on **Training Area**.

The Court also offers hands-on training at each location. Click for [training seminars](#).

Logging In

Below is the login screen:

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

Login Reset

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Enter your CM/ECF login and password in the appropriate data entry fields. (All CM/ECF login names and passwords are case sensitive.) Read the Important Notice of Redaction Responsibility and check the box that you have read the notice.

NOTE: Use your **CM/ECF** login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter CM/ECF to query the database for case information or to view a docket, enter your **PACER** login and password. You will be charged a fee by PACER to view CM/ECF case dockets and documents.

Once the **Main Menu** appears, choose from a list of hyperlinked options on the top bar.



NOTE: The date you **last logged into the system** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Court's Help Desk at 800-355-8498 as soon as possible.

Selecting CM/ECF Features

CM/ECF provides the following features that are accessible from the **blue** menu bar at the top of the opening screen:

<u>Civil</u>	To electronically open a civil case, file all civil case pleadings, motions, and other court documents.
<u>Criminal</u>	To electronically file all criminal case pleadings, motions, and other court documents.
<u>Query</u>	To query CM/ECF by specific case number, party name, nature of suit, etc. and retrieve documents that are relevant to a case. (You must login to PACER before you can query in CM/ECF)
<u>Reports</u>	To retrieve docket sheets and specific case reports. (You must login to PACER before you can view an CM/ECF report)
<u>Utilities</u>	To view your personal CM/ECF transaction log and maintain personal CM/ECF account information.
<u>Search</u>	To search keywords to find the proper event to electronically file documents.
<u>Logout</u>	To exit from CM/ECF and prevent further filing with your password until the next time you log in.

Civil Events Feature

The Civil feature of CM/ECF is used to electronically file and docket with the Court a variety of pleadings and other documents for civil cases. [Click here](#) for a complete list of civil events.

For information on locating the correct event when electronically filing, [click here](#).

Signatures/Sworn Documents/Affidavits

Attorneys should electronically sign documents before filing. An electronic signature is as follows: s/John Doe. Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be scanned and filed electronically, with originally executed copies maintained by the filer.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc. on the signature blocks.
- (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

Sworn documents, i.e. affidavits requiring original signatures or signatures of notaries, shall be filed by scanning the document containing all necessary signatures. The filing party or attorney shall retain the hard copy of the document containing the original signatures until the case ends and the time for all appeals has expired.

A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Filing of Complaint or Notice of Removal/Payment of Filing Fee/Summons

Initial complaints, notices of removal and payments of filing fees should be done electronically. However, initiating documents and fees may still be manually submitted to one of the four offices of the Northern District of Ohio (Cleveland, Akron, Youngstown and Toledo).

Local Rule 3.13(a) requires the filing of a Civil Cover Sheet along with a Complaint or Notice of Removal. If filing electronically, this should be filed as an attachment to the initiating document, along with Summons and/or Marshal Forms, if applicable.

Filing Documents in Civil Cases

After successfully logging into CM/ECF, follow these steps to file a document:

1.) Select the type of document to file

Select Civil from the **blue** menu bar at the top of the CM/ECF screen.



The Civil Event window opens, displaying all of the categories of events to choose. Below is an example of filing a **Motion** in CM/ECF. The process is similar for filing other documents in CM/ECF.

Click on Motions, under **Motions and Related Filings**:



The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion being filed. You may also begin typing keywords in the text box.

NOTE: If you cannot find the motion event to exactly match your filing, choose Order under the Motions category. You will be prompted to describe your filing.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions Training Database Training Database Training Database Training Database

If you are unable to find the event that best describes your motion, please consider using motion for order.

If you have questions contact the Clerk's Office.

Start typing to find an event.

Available Events (click to select events)

- Seal Case
- Seal Document
- Set Aside
- Set Aside Default
- Set Aside Forfeiture
- Set Aside Judgment
- Set Aside Verdict
- Sever
- Show Cause
- Stay
- Strike
- Substitute Party
- Substitute attorney
- Summary Judgment
- Supplement

Next Clear

Selected Events (click to remove events)

For this example, highlight 'Show Cause', and click on **Next**.

NOTE: If the document being filed contains more than one **Motion**, click on each motion type separately. Each part of the motion will display in the 'Selected Events' section to the right.

2.) Enter the case number in which the document is to be filed

On the next screen, enter the number of the case for which you are filing a motion, click **Find This Case** and click **Next**.

Motions Training Database

Civil Case Number

10-01 Find This Case

Next Clear

Verify that the case number and caption are correct:

Motions Training Database
[1:10-cv-00001-PAG Plaintiff v. Defendant](#)

3.) Designate the party/parties filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group, or choose the “All Defendants” or “All Plaintiffs” radio button. After highlighting the parties filing the motion, click on the **Next** button.

Pick Filer

[Collapse All](#) [Expand All](#)

☒ Regular Defendant [dft]

☒ Regular Plaintiff [pla]

Select the filing **PARTY**

Select the Party: OR Select a Group:

Defendant, Regular [dft]

Plaintiff, Regular [pla]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next **Clear** **New Filer**

If this is your first filing in this case in CM/ECF, you will need to make an attorney/party association. If you represent the listed party, **DO NOT** remove the check. You would only uncheck the box on the left if the attorney **DOES NOT** represent the party listed.

Motions

[1:10-cv-00001-PAG Plaintiff v. Defendant](#)

Add Attorney to Docket?

Only uncheck the box on the left below if the attorney does not represent the party listed.

If the attorney represents the listed party, DO NOT remove the check.

☒ Regular Plaintiff (pty:pla) represented by ivonne baez (aty)

Next **Clear**

Click **Next**.

4.) Specify the PDF file name and location for the document to be filed

The next screen displays a field for locating and entering the PDF file of the document being filed.

Motions [1:10-cv-00001-PAG Plaintiff v. Defendant](#)

Select the pdf document and any attachments.

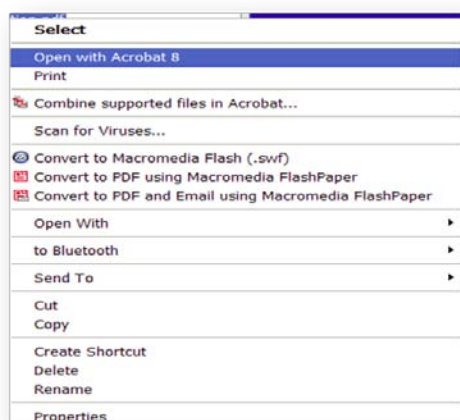
Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Click on the **Browse** button and locate your document to be filed.

NOTE: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in CM/ECF **MUST** be in PDF format. Otherwise, CM/ECF will not accept the document.

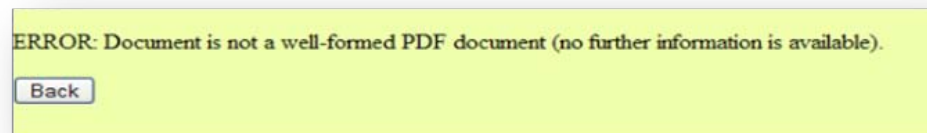
In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a quick menu and left mouse click on **Open With**.



Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. Once you have verified the document is correct, close Adobe Acrobat and click on the **Open** button, or double-click on the file name. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location.



In the event that you selected and highlighted a file that is not in PDF format, CM/ECF will display the following error message after you click on the **NEXT** button:



Click on the **Back** button and CM/ECF will return to the previous screen. Select and highlight the PDF file of your document and proceed as before. If you fail to select a document, CM/ECF will display the following error message:



If you click OK from this screen, CM/ECF will return you to the previous screen. You cannot proceed without attaching a PDF document.

5.) Add attachments to document being filed

To attach supporting documents to your motion:

- a.) **Under Attachments, click Browse.** Search your computer for the document file name of the attachment, find the document, right-click to verify the document is correct, then double-click it and CM/ECF will insert it in the Filename field.

- b.) **Describe Attachments.** Choose from either the **Category** drop down menu, **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, CM/ECF will display the Category name first, then the Description name in the docket text.

The use of 'Exhibit 1' or 'Appendix 1' does not provide enough descriptive information. All attachments must be fully and accurately described. If an attachment is not named, an error message will display after selecting **Next**.

Select the pdf document and any attachments.

Main Document	
O:\ecf\Heid\07-142 mtn 2255.pdf	Browse...

Attachments	Category	Description
1. O:\ecf\Heid\10-32 request.pdf	Proposed Order	
2.		

Next Clear Remove

NOTE: The CM/ECF system provides a warning if the document you are about to submit is larger than 15 megabytes. Although documents that are 15 megabytes or larger will not be rejected by the system if you continue to file them, it is generally recommended that for the convenience of all users, you consider dividing the document into its component parts, or two or more smaller attachments, before filing them electronically. (This suggestion does not apply to the filing of transcripts in Social Security Cases, which should be filed as a single document whenever possible.)

For the convenience of both chambers and the parties, attachments should be clearly labeled to provide users with a concise description of the contents of the document.

6.) Modify docket text

Click on the modifier drop down list. Select a modifier, if appropriate:

Motions Training Database Training Database Training Database Training Database
1:10-cv-00001-PAG Plaintiff v. Defendant
Docket Text: Modify as Appropriate.
TRAIN ENTRY. Motion to show cause filed by Plaintiff Regular Plaintiff.
(Attachments: # (1) Proposed Order) (Sherer, Attorney)
Next Clear

Click in the open text (white box) area to type additional text for the description of the document, if necessary.

Motions Training Database Training Database Training Database Training Database
1:10-cv-00001-PAG Plaintiff v. Defendant
Docket Text: Modify as Appropriate.
TRAIN ENTRY. Motion to show cause filed by Plaintiff Regular Plaintiff.
(Attachments: # (1) Proposed Order) (Sherer, Attorney)
Next Clear

Click **Next**.

7.) Submit the document

A new window appears with the complete text for the docket report. **There is a full path and filename feature that displays on the Final Docket Text Screen during docketing.** This will allow you to confirm that the proper documents have been uploaded before posting the document.

Motions Training Database Training Database Training Database Training Database
1:10-cv-00001-PAG Plaintiff v. Defendant
Docket Text: Final Text
TRAIN ENTRY. Motion to show cause filed by Plaintiff Regular Plaintiff. (Attachments: # (1) Proposed Order)(Sherer, Attorney)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Source Document Path (for confirmation only):
07-142 mtm 2255.pdf pages: 10
10-32 request.pdf pages: 2
Next Clear

- To print the notice, select **PRINT** on the browser toolbar and print the document receipt.
- To save the notice, select **FILE** on the browser menu bar and choose **SAVE AS** from the drop-down.
- CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are set up to receive electronic notification. The CM/ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing but will need to be served manually.
- It is the **filer's responsibility** to serve paper copies of the filing **and** the Notice of Electronic Filing to attorneys and *pro se* parties who are not set up for electronic notification.

Case participants that receive electronic notification of the filing are permitted one “free look” at the document by clicking on the associated hyperlink document number embedded in the **Notice of Electronic Filing**. The “free look” is only available during the first 15 days after the docket entry is made and will expire then or immediately after the first use.

The Court strongly urges users to save a copy of the **Notice of Electronic Filing** *and* the document to your hard drive for future access. Subsequent retrieval of the case docket sheet and documents from CM/ECF must be made through your PACER account and will be subject to standard PACER fees.

Criminal Events Feature

The Criminal feature of CM/ECF is used to electronically file and docket with the Court a variety of pleadings and other documents for criminal cases. [Click here](#) for a complete list of Criminal events.

For information on locating the correct event when electronically filing, [click here](#).

Filing Documents in Criminal Cases

The steps involved in filing a criminal document are similar to those in civil:

1.) Select the type of document to file

This section describes the process for filing a motion in CM/ECF for a criminal case. The process is similar for filing other documents.

Select **Criminal** from the **blue** menu bar at the top of the CM/ECF Screen.



Select **Motions**, under **Motions and Related Filings**.



Click **Next**.

2.) Enter the case number in which the document is to be filed

Enter the case number, and then click **Find This Case**. CM/ECF will search the Court's database for the case number.

Motions

Training Database

Criminal Case Number

4:07-cr-29 Find This Case

Next Clear

If multiple cases or multiple defendants are found for the same case number, check the box next to the case number or defendant for this filing.

Motions

Training Database

Criminal Case Number

4:07-cr-29 Hide Case List

Select a case:

☒ 4:07-cr-00029-SO USA v. Smith et al

☐ 4:07-cr-00029-SO-1 Demetrius Smith

☐ 4:07-cr-00029-SO-2 Gerald A Smith

☐ 4:07-cr-00029-SO-3 Bobby Jones

☐ 4:07-cr-00029-SO-4 Christine Ann Johnson

Next Clear

CM/ECF assigns a separate case number to each defendant. Click the boxes to place a check next to each defendant's name that your filing relates to. If it relates to all defendants in the case, check the top box as indicated and leave the other boxes unchecked.

When finished selecting defendants, click **NEXT**.

3.) Verify that the case number and caption are correct

Motions

Training Database

4:07-cr-00029-SO USA v. Smith et al

Next Clear

Click **NEXT**.

4.) Designate the party/parties filing the document

Highlight the name of the party or parties for whom you are filing the motion. If filing on behalf of all defendants you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party in the group.

After highlighting the parties filing the motion, click **NEXT**.



If this is your first filing in this case, you will need to make an attorney/party association. If you represent the listed party, **DO NOT** remove the check. You would only uncheck the box on the left if the attorney **does not** represent the party listed.

Click **Next**.

5.) Search for the correct event

This screen allows you to search for an event under the **Motions** category. Locate the type of motion you are filing. You may also search by typing at least the first three letters of the description of the motion. Click on the event name to select it. In this example, select **Disclosure**. If you select the wrong event, click on it under **Selected Events** and it will be removed from the list.

NOTE: If the type of motion you are filing does not appear in the list, select Miscellaneous Relief. You will be prompted to describe your filing.

Motions
4:07-cr-00029-SO USA v. Smith et al
dis Click your selection, or use arrows to highlight it and press Enter
Available Events (click to select events)
Disclosure
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Selected Events (click to remove events)
Next Clear

To select more than one motion, click on each of the desired multiple forms of relief and it will put it in the **Selected Events** box.

Click **NEXT**.

6.) Specify the PDF file name and location for the document to be filed

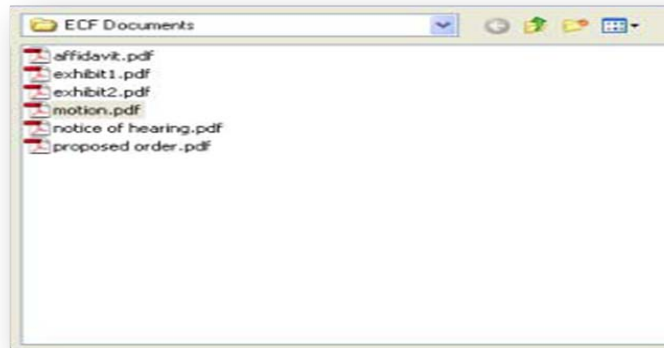
CM/ECF displays a field for locating and entering the PDF file of the document you are filing. Click **Browse**. Search your computer for the document to be filed.

Motions
4:07-cr-00029-SO USA v. Smith et al
Select the pdf document and any attachments.
Main Document
Browse...
Attachments

Attachments	Category	Description
1. Browse...		

Next Clear

Navigate to the appropriate directory and file name to select the PDF document you wish to file. (All documents that you file in CM/ECF must be in PDF format. CM/ECF will not accept other formats.)



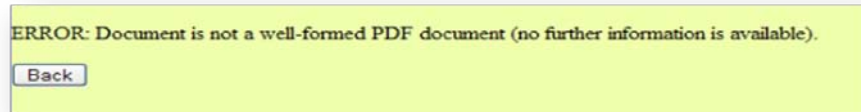
In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a quick menu and left mouse click on **“Open With”**.



Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location.



In the event you selected and highlighted a file that is not in PDF format, CM/ECF will display the following error message after you click on the **NEXT** button:



Click on the **BACK** button and CM/ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before. If you fail to select a document to file with your pleading, CM/ECF will display this error message:



If you click OK from this screen, CM/ECF will return you to the previous screen. You cannot proceed without attaching a PDF document.

7.) Add attachments to document being filed

To attach supporting documents to your motion:

- a.) **Under Attachments, click Browse.** Search your computer for the document file name of the attachment, find the document, right-click to verify the document is correct, then double-click it and CM/ECF will insert it in the Filename field.
- b.) **Describe Attachments.** Choose from either the **Category** drop down menu, **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, CM/ECF will display the Category name first, then the Description name in the docket text.

The use of 'Exhibit 1' or 'Appendix 1' does not provide enough descriptive information. All attachments must be fully and accurately described. If an attachment is not named, an error message will display after selecting **Next**.

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text" value="O:\ECF Documents\proposed order.pdf"/> <input type="button" value="Browse..."/>	<input type="text" value="Proposed Order"/>	<input type="button" value="Remove"/>
2. <input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="button" value="Remove"/>

NOTE: The CM/ECF system provides a warning if the document you are about to submit is larger than 15 megabytes. Although documents that are 15 megabytes or larger will not be rejected by the system if you continue to file them, it is generally recommended that for the convenience of all users, you consider dividing the document into its component parts, or two or more smaller attachments, before filing them electronically. (This suggestion does not apply to the filing of transcripts in Social Security Cases, which should be filed as a single document whenever possible.)

For the convenience of both chambers and the parties, attachments should be clearly labeled to provide users with a concise description of the contents of the document.

8.) Modify docket text

Click on the modifier drop down list. Select a modifier, if appropriate.

Motions [4:07-cr-00029-SO USA v. Smith et al](#)

Docket Text: Modify as Appropriate.

TRAIN ENTRY. by Demetrius Smith. (Attachments: # (1) Proposed Order) (Gowing, Dianne)

Click in the open text (white box) area to type additional text for the description of the document, if necessary.

Motions
4:07-cr-00029-SO USA v. Smith et al

Docket Text: Modify as Appropriate.

TRAIN ENTRY. by Demitrius Smith. (Attachments: # (1) Proposed Order) (Gowing, Dianne)

Next Clear

Click **Next**.

9.) Submit the document

A new window appears with the complete text for the docket report. **There is a full path and filename feature that displays on the Final Docket Text screen during docketing.** This will allow you to confirm that the proper documents have been uploaded before posting the document.

Motions
4:07-cr-00029-SO USA v. Smith et al

Docket Text: Final Text

TRAIN ENTRY. Motion for Disclosure by Demitrius Smith. (Attachments: # (1) Proposed Order)(Gowing, Dianne)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

O:\ECF Documents\motion.pdf pages: 1

O:\ECF Documents\proposed order.pdf pages: 1

Next Clear

Also on this screen the following warning is displayed:

Motions
4:07-cr-00029-SO USA v. Smith et al

Docket Text: Final Text

TRAIN ENTRY. Motion for Disclosure by Demitrius Smith. (Attachments: # (1) Proposed Order)(Gowing, Dianne)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

O:\ECF Documents\motion.pdf pages: 1

O:\ECF Documents\proposed order.pdf pages: 1

Next Clear

Review the docket text and correct any errors. If any errors are found, please contact the Clerk's Office or Help Desk for assistance.

Click **Next** to submit the filing.

NOTE: At any time prior to this step, you can abort the CM/ECF filing by clicking on any menu on the [blue](#) CM/ECF menu bar at the top of your screen. CM/ECF will reset to the beginning of the process you just selected.

10.) Receive Notice of Electronic Filing

CM/ECF opens a new window displaying an CM/ECF filing receipt called the **Notice of Electronic Filing**:



This notice provides confirmation that CM/ECF has registered your transaction and the filing is now an official court document. It also displays the date and time of the transaction and the docket number assigned to the filing.

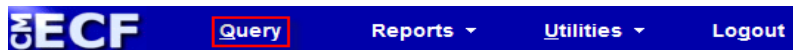
- To print the notice, select **PRINT** on the browser toolbar and print the document receipt.
- To save the notice, select **FILE** on the browser menu bar and choose **SAVE AS** from the drop-down.
- CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are set up to receive electronic notice. The CM/ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing but will need to be served manually.
- It is the **filer's responsibility** to serve paper copies of the filing **and** the Notice of Electronic Filing to attorneys and *pro se* parties who are not set up for electronic notification.

Case participants that receive electronic notification of the filing are permitted one “free look” at the document by clicking on the associated hyperlink document number embedded in the **Notice of Electronic Filing**. The “free look” is only available during the first 15 days after the docket entry is made and will expire then or immediately after the first use.

The Court strongly urges users to save a copy of the **Notice of Electronic Filing and** document to your hard drive for future access. Subsequent retrieval of the case docket sheet and documents from CM/ECF must be made through your PACER account and will be subject to standard PACER fees.

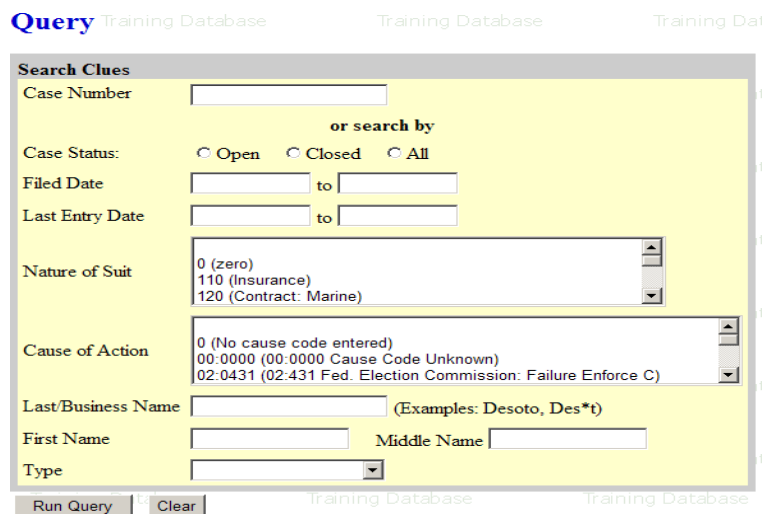
Query Feature

The Query feature allows a search of specific case information by case number, nature of suit, cause of action, party name, etc. Click on Query from the **blue** menu bar of CM/ECF.



Note: Your PACER login and password are different from your CM/ECF login and password. You must have a PACER account in order to retrieve, view and print certain documents. Your PACER account is used to bill you for the documents you view or download. To register, contact PACER online at www.pacer.psc.uscourts.gov.

Below is the Query screen. After information is entered, click **Run Query**.

The image shows the "Query" screen of the CM/ECF system. At the top, there is a navigation bar with "Query" in blue and "Training Database" in grey. The main area has a yellow background and is titled "Search Clues". It contains several search criteria: "Case Number" with a text input field; "or search by" with radio buttons for "Open", "Closed", and "All"; "Filed Date" and "Last Entry Date" each with a "to" range input; "Nature of Suit" with a dropdown menu showing options like "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)"; "Cause of Action" with a dropdown menu showing options like "0 (No cause code entered)", "00:0000 (00:0000 Cause Code Unknown)", and "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)"; "Last/Business Name" with a text input field and examples "(Examples: Desoto, Des*t)"; "First Name" and "Middle Name" with separate text input fields; and "Type" with a dropdown menu. At the bottom left, there are two buttons: "Run Query" and "Clear".

If searching by a party or attorney name and more than one person with that name is in the database, CM/ECF returns a screen from which to select the correct name. If the individual is a party to more than one case, CM/ECF will open a screen listing all of the cases for that party. Click on the case number hyperlink for CM/ECF to show all query options.

Query Options

[Query](#)
[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case File Location...](#)
[Case Summary](#)
[Docket Report ...](#)
[Filings](#)
[History/Documents...](#)
[Party](#)
[Related Transactions...](#)
[Status](#)
[View a Document](#)

By clicking on the links, specific case information is given:

<u>Alias</u>	Displays party names if any additional names were added, such as “also known as”, “doing business as”, etc.
<u>Associated Cases</u>	Displays any case associations
<u>Attorney</u>	Displays names, addresses and telephone numbers of the attorneys who represent each of the parties to the case
<u>Case File Location</u>	Displays the location of the case file folder
<u>Case Summary</u>	Provides a summary of the current case-specific information

Office: Cleveland	Filed: 01/21/2009	
Jury Demand: Plaintiff	Demand: \$10000000	
Nature of Suit: 190	Cause: 28:1332 Diversity-Contract Dispute	
Jurisdiction: Federal Question	Disposition:	
County: Cuyahoga	Terminated:	
Origin: 1	Reopened:	
Lead Case:	None	
Related Case:	1:09-cv-00004	Other Court Case:
Def Custody Status:		
Flag: Standard		
Plaintiff: Daniel Urbin	represented by Peggy Nichols	Phone: 216-357-7007
		Fax: 216-357-7140
		Email: Peggy_Nichols@ohnd.uscc
Plaintiff: Daniel Urbin	represented by Attorney Seckers	Email: Marianne_Seckers@ohnd.uscc
Defendant: Patricia Benton		

Docket Report

Opens the Docket Sheet criteria screen:

Docket Sheet

Case Number
1:09-cv-00001-KSM Urbin v. Benton

☒ Filed to
☐ Entered to

Documents to

Go to Document or PageID

Include:
☒ Parties and counsel
☒ Terminated parties
☐ List of member cases

Document options:
☒ Include headers when displaying PDF documents
☐ View multiple documents

Format:
☒ HTML (unpaginated)
☐ PDF (paginated)

Sort by

Allows user to run a docket sheet:

- by filed or entered date
- for specific document(s) or PageID
- to include parties and counsel, terminated parties and/or list of member cases
- by document options, including headers on PDFs, viewing multiple documents, and creating an appendix
- by format of HTML or PDF
- to sort by oldest date first or most recent date first

NOTE: If no criteria entered, the default setting will produce the entire docket sheet.

Once criteria is entered (or left at the default settings), click **Run Report** to view docket report

Filers

Lists the parties who have filed documents in the case and will allow you to view all documents that a specific party has filed

History/Documents Allows the viewing of the history of all events **OR** only events with documents (you can choose whether or not to display the docket text for either choice)

History/Documents

☒ **All events (history)**
☐ **Only events with documents**
☐ **Display docket text**
Sort by Oldest date first

Party Displays parties and their attorneys

Related Transactions Once search criteria is entered, displays each transaction in the case along with any other transactions to which it is related

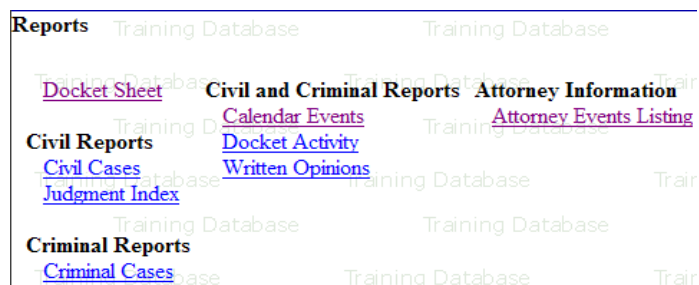
Related Transactions
Sort by Filed **to**
Documents **to**
Document type
☒ **Pending**
☐ **Terminated**
Filed Date

View a Document Allows access to PDF documents in a case without first running a Docket Report (option to **Go to Document** or **PageID**)

View Document
Case Number
1:09-cv-00001-KSM Urbin v. Benton
Go to Document **or PageID**

Reports Feature

The Reports feature of CM/ECF provides the user with several report options. After selecting the **Reports** feature from the **blue** menu bar, CM/ECF opens up the **Reports** screen:



When selecting these links, you will be asked for your PACER login; however, you may view Calendar Events and Attorney Events Listing without logging into PACER.

Docket Sheet

After entering PACER information, this screen will appear:

A screenshot of the 'Docket Sheet' search form. The form has a title 'Docket Sheet' in blue. Below the title, there is a 'Case number' field with the value '10-1' and a 'Find This Case' button. Below this, there are radio buttons for 'Filed' and 'Entered', followed by 'to' fields. Below that, there is a 'Documents' field followed by 'to' fields. Below this, there is a 'Go to Document' field followed by 'or PageID' and a 'PageID' field. Below this, there are two sections: 'Include:' and 'Document options:'. The 'Include:' section has three checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), and 'List of member cases' (unchecked). The 'Document options:' section has two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). Below these sections, there is a 'Format:' section with two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. Below the 'Format:' section, there is a 'Sort by' dropdown menu with 'Oldest date first' selected. At the bottom, there are two buttons: 'Run Report' and 'Clear'.

Enter the case number and click **Find This Case**. Select parameters for the remainder of the data entry fields and click on **Run Report**. The docket sheet will be displayed.

Civil Reports

The links for **Civil Cases** and **Judgment Index** will bring up search fields to query civil cases and judgment indexes. (You will be billed by PACER for the total number of pages. These reports are not subject to billing cap set by PACER.)

Criminal Reports

The link for **Criminal Cases** will bring up search fields to query criminal cases. (You will be billed by PACER for the total number of pages. This report is not subject to the billing cap set by PACER.)

Civil/Criminal Reports

The **Calendar Events** link allows searches of hearings in a particular case, office or by date. The **Docket Activity** link allows searches of activity on a particular docket by case number, office, filed date, etc. (You will be billed by PACER for the total number of pages. These reports are not subject to the billing cap set by PACER.) The **Written Opinions** link allows the search of written opinions that have been filed. Search by case number, office, filed date, etc.

Attorney Information

The **Attorney Events Listing** link will allow users to view a list of CM/ECF filing events, both Civil and Criminal.

Utilities Feature

The **Utilities** feature allows users to set up e-mail notification and to add or remove secondary e-mail addresses in CM/ECF, as well as gives the option of adding or removing headers on documents. The **Utilities** feature also allows the user to view all of their CM/ECF transactions.



Setting Up E-Mail Notification/Adding and Removing Headers to PDFs

Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

- 1.) Log into the “Live” system. (Refer to [Step-by-Step](#) section in this Manual for instructions)

NOTE: The “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.

- 2.) Click on **Utilities**



- 3.) Click on **Maintain Your Account**

Your Account
[Maintain Your Account](#)
[View Your Transaction Log](#)
[Change Client Code](#)
[Change Your PACER Login](#)
[Review Billing History](#)

The **Maintain Your Account** screen gives the option to **Add Headers to PDF Documents** by clicking the box. If the box is not checked, PDF headers will not be displayed on electronically filed documents.

☒ **Add Headers to PDF Documents**

Example Document Header:

Case 1:09-cv-00049-JG Document 1 Filed 08/06/09 Page 1 of 1

- 4.) On the **Maintain Your Account** screen, click on **E-mail Information**. To add a primary e-mail address, click on “add new e-mail address” under “Primary e-mail address” in the “configuration options” box.

Email Information for Attorney B

Registered e-mail addresses	Configuration options
Primary e-mail address: add new e-mail address	<input type="text" value="attyB@aol.com"/>
Secondary e-mail addresses: add new e-mail address	

- 5.) Upon entering an e-mail address in the “Configuration options” box, the following screen will appear. Answer the following questions:

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

(Copy case lists from here)

- 6.) To receive notification of activity for other cases, enter the case number in the following format: YY-#### (ex. 09-51) in the “Add additional cases for noticing” box and click on “Find This Case”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

1:09-cv-51

Add case(s)

- 7.) Select the type of notice you would like to receive. There are two options:

- a.) Send notice per filing, which is the default method. This selection sends notices to you immediately upon filing.

These cases will send notice *per filing*. (default method)

☐ Enter case number here

- b.) Send notice as a summary report, which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.

These cases will send notice *as a summary report*. (alternate method)

☐ Enter Case Number

- 8.) Click on **Return to Person Information Screen**.
- 9.) From the **Person Information Screen**, select **Submit**. You will receive a confirmation screen listing the cases and e-mail options you have selected.

NOTE: Failure to select **Submit** will result in changes not saving. Changes have been made only if you receive confirmation of same.

Adding Secondary E-mail Addresses in CM/ECF

The system provides attorneys with the ability to add and configure secondary e-mail addresses. Attorneys may add secondary e-mail addresses to have notifications sent to themselves at multiple e-mail addresses as well as to others, including associates, staff and clients.

Each secondary e-mail address can be configured separately to receive notices in all an attorney's cases, or on a case-by-case basis. This flexibility may be particularly useful to attorneys who have multiple practices (i.e. attorneys with both governmental and private practices or attorneys who wish to separate their pro bono work from their other activity). This feature may also be helpful to those attorneys who receive assistance from different support staff based on the nature of each case.

Like the primary e-mail address, secondary e-mail addresses are initially configured to receive e-mail notifications in all cases by default. However, an attorney can change the default settings for a secondary e-mail address when it is entered into the system or at any time thereafter so that the address only receives notices in those cases selected by the attorney.

- 1.) Log into the "Live" system. (Refer to [Step-by-Step](#) section in this Manual for instructions)

NOTE: The "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.

- 2.) Click on **Utilities**



- 3.) Click on **Maintain Your Account**

Your Account
[Maintain Your Account](#)
[View Your Transaction Log](#)
[Change Client Code](#)
[Change Your PACER Login](#)
[Review Billing History](#)

- 4.) Click on **Email Information**. To add a secondary e-mail address, click on the “add new e-mail address” link found under “Secondary e-mail addresses”. Enter your e-mail address in the “Configuration options” box.

ECF Civil

Email Information for Attorney B

Registered e-mail addresses

Primary e-mail address:
toneil@servingyourschools.com

Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options

- 5.) Upon entering an e-mail address in the “Configuration options” box, the following screen will appear. Answer the following questions:

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Show all cases for this e-mail address (Copy case lists from here)

- 6.) To receive notification of activity for other cases, enter the case number in the following format: YY-#### (ex. 09-51) in the “Add additional cases for noticing” box and click on “Find This Case”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

Add case(s)

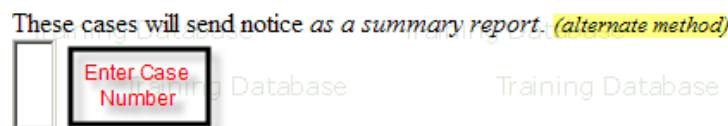
- 7.) Select the type of notice you would like to receive. There are two options:

- c.) Send notice per filing, which is the default method. This selection sends notices to you immediately upon filing.

These cases will send notice per filing. (default method)

☒ Enter case number here

- d.) Send notice as a summary report, which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.



- 8.) Click on **Return to Person Information Screen**.

- 9.) From the **Person Information Screen**, select **Submit**. You will receive a confirmation screen listing the cases and e-mail options you have selected.

Note: Failure to select **Submit** will result in changes not saving. Changes have been made only if you receive confirmation of same.

Removing Secondary E-mail Addresses in CM/ECF

- 1.) To remove a secondary e-mail address, click on the e-mail address under “Secondary e-mail addresses”. Once you click on the e-mail link, the “Configuration options” box appears containing the e-mail address. Delete the e-mail address from the “Configuration options” box.

ECF Civil Criminal Query Reports Utilities Search

Email Information for Attorney B

Registered e-mail addresses

Primary e-mail address:
toneil@servingyourschools.com

Secondary e-mail addresses:
vicky_mizell@ohnd.uscourts.gov
[add new e-mail address](#)

[Return to Person Information Screen](#) [Clear](#)

Configuration options

vicky_mizell@ohnd.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

- 2.) Click on **Return to Person Information Screen** once the secondary address has been deleted.
- 3.) From the **Person Information Screen**, select **Submit**. You will receive a confirmation screen listing the cases and e-mail options you have selected.

NOTE: Failure to select **Submit** will result in changes not saving. Changes have been made only if you receive confirmation of same.

Viewing Your Transaction Log

From the **Utilities** screen, click **View Your Transaction Log**. CM/ECF opens a screen with two fields for entering the “Date Selection Criteria for a Transaction Log Report”. Enter the date range for your report and click **Submit**. CM/ECF displays a report of all your transactions in CM/ECF within the date range you specified. See below for a sample transaction log report:

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsakdf. Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

Use this feature of CM/ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into CM/ECF using your login name and password.

Miscellaneous Utility Functions

CM/ECF provides three **Miscellaneous** functions within the Utilities feature of the system:

Legal Research - opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Lexis and Westlaw via the Internet.

Mailings - opens a new screen for making or requesting mailings from CM/ECF.

Verify a Document - opens a query screen to enter a case number and a document number to verify documents, file sizes and signatures.

Logout



After you have completed all transactions for a particular session in CM/ECF, click on the **Logout** hyperlink from the CM/ECF **Blue** menu bar. CM/ECF will log you out of the system and return you to the CM/ECF login screen.

Additional Information Regarding CM/ECF

Filing Documents Under Seal

Local Civil Rule 5.2 and Local Criminal Rule 49.4

No document will be accepted for filing under seal unless a statute, court rule, or prior court order authorizes the filing of sealed documents. If no statute, rule, or prior order authorizes filing under seal, the document will not be filed under seal.

Materials to be sealed shall be filed electronically whenever possible pursuant to the Court's Electronic Filing [Policies and Procedures Manual](#). Sealed documents which exceed the size limitations for electronic filing shall be presented in an envelope which shows the citation of the statute or rule or the filing date of the court order authorizing the sealing, and the name, address and telephone number of the person filing the documents.

NOTE: There are only two events to be used to electronically file documents under seal, both in civil and criminal cases. If a motion is to be filed under seal, choose the event "SEALED MOTION", located under the **Motions** category. If the document to be filed under seal is NOT a motion, choose the event "SEALED DOCUMENT", located under the **Other Documents** category.

If the sealing of the document purports to be authorized by court order, the electronically filed sealed document shall be linked to the order authorizing the sealing. For manually filed sealed documents, the person filing the documents shall include a copy of the order in the envelope. If the order does not authorize the filing under seal, or the electronic filing is not linked to the order, or in the case of manual filing no order is provided, the Clerk will unseal the documents. Before unsealing the documents, the Clerk will notify the electronic filer by telephone. If the document was manually filed, the Clerk will notify the person whose name and telephone number appears on the envelope in person (if he or she is present at the time of filing) or by telephone. The filer may withdraw the documents before 4:00 p.m. the day the Clerk notifies him or her of the defect. If not withdrawn, the documents will be unsealed.

After the entry of a final judgment or an appellate mandate, if appealed, the sealed record will be shipped to the Federal Records Center in accordance with the disposition schedule set forth in the guide to Judiciary Policies and Procedures.

Demonstration of Filing Sealed Documents

A demonstration explaining the procedure for filing documents under seal has been placed on the [Electronic Case Filing page](#) of the Northern District of Ohio's website, under **Video Demonstrations – Filing Sealed Documents**. [Click here](#) for a direct link to view the demonstration. This should be viewed prior to filing sealed documents in the CM/ECF system for the first time.

Requesting Leave of Court to File Documents/Proposed Orders

If requesting **leave of Court** to file a document, such as an amended complaint, the proposed document shall be attached as an exhibit to the motion for leave. If your motion is granted, the order may direct you to electronically file your document with the Court. Carefully read the Order for specific instructions.

Proposed orders should be filed as attachments to the motion. If you neglected to file the proposed order as an attachment to the motion, you may file your Proposed Order as a separate document. Under both the Civil and Criminal menus, locate **Other Filings**, click on **Other Documents**, then select **Proposed Order**.

Manual Filings

The Northern District of Ohio has mandated electronic filing. A “Notice of Failure to File Electronically” will be issued when documents are not filed electronically. The Court recognizes, however, that some documents or objects cannot be scanned or reduced to an electronic format, or they exceed the recommended limit of 15 MB per component part. In these certain, limited circumstances, users may be excused from filing a particular component electronically. Such components must be manually filed with the Clerk of Court and served upon the parties in accordance with the applicable Federal Rules of Civil and Criminal Procedure and the Local Rules for filing and service of non-electronic documents.

Whenever a party makes an electronic filing which excludes a component that will be filed manually, the electronic filing must include a “Notice of Manual Filing” in place of that component. A model form is provided as **Appendix I**.

If a filer cannot electronically file due to technical difficulties, file the document electronically when the technical issues are resolved and attach a “Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties”. A model form is provided as **Appendix II**.

Documents Filed In Error

A document incorrectly filed in a case may result from:

- a)** uploading the wrong PDF file to a docket entry;
- b)** selecting the wrong event from the menu (i.e., Notice of Deposition, Opposition, Praecipe) ; or
- c)** entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone one of the offices listed below as soon as possible after an error is discovered.

Toll Free Help Desk	800-355-8498
Clerk's Office Akron	330-252-6000
Clerk's Office Cleveland	216-357-7000
Clerk's Office Toledo	419-213-5500
Clerks' Office Youngstown	330-884-7400

You will need to provide the case and document number(s) for the document requiring correction. If appropriate, the court will make a notation indicating that the document was filed in error. You will be advised if you need to re-file the document. The CM/ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Other Resources

Important Telephone Numbers

Toll Free Help Desk – **800-355-8498**

OR

Cleveland	216-357-7000
Akron	330-252-6000
Youngstown	330-884-7400
Toledo	419-213-5500

Emergency After-Hours Filings – **216-522-2150**

Additional information regarding electronic filing can be obtained by writing to:

Ms. Geri M. Smith, Clerk
United States District Court
Attention: Electronic Filing System Registration
801 W. Superior Avenue
Cleveland, Ohio 44113-1830

Links

[Northern District of Ohio Website](#)

[PACER](#)

[United States Courts](#)

[Federal Judicial Center](#)

[Sixth Circuit Court of Appeals](#)

[Northern District of Ohio Bankruptcy Court](#)

[Attorney Information](#)

[Clerk's Office Information](#)

Appendix I

)	
)	
Plaintiff)	Case No.
)	
v.)	Judge
)	
Defendant)	Notice of Manual Filing
)	
)	

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or thing.

[Title of Document or Thing]

This document has not been filed electronically because

the document or thing cannot be converted to an electronic format.

the electronic file size of the document exceeds 15 megabytes.

[Plaintiff/Defendant] is excused from filing this document or thing by court order.

The document or thing has been manually served on all parties.

Respectfully submitted,

s/ [Name of Password Registrant]

Name of Password Registrant

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

[attorney bar number, if applicable]

Appendix II

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

)	
)	
Plaintiff)	Case No.
)	
v.)	Judge
)	
Defendant)	Declaration that Party was Unable to
)	File in a Timely Manner
)	Due to Technical Difficulties
)	

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/ [Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]